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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 2 July 1958

Present: C/MS - Chairman Dr. Tietjen
C/OD - Voting Member
C/TSD - Voting Member
ADC/PS - Voting Member
Personnel Placement Officer
C/SD - Executive Secretary
Secretary to C/MS - Recording Secretary

25X1A9a

1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 18 June 1958 were approved by the Members without comment.

2. Report of Competitive Evaluation Panel

The Executive Secretary presented the attached memoranda representing the results of ratings of Medical Technician personnel in grades GS-8 and GS-9 by the Competitive Evaluation Panel. The Board accepted these ratings as presented. C/OD suggested the rating of each individual be noted in the handbook distributed to the Members at each Meeting for reference purposes. It was agreed this information would be made available to the Members at the time of each Meeting but would not be included in the handbook.

3. Promotions

25X1A9a a. [REDACTED] GS-9, Medical Service Officer. The request
25X1A9a of C/TSD for promotion of [REDACTED] to GS-10 was deferred at the last
Meeting pending completion of the comparative ratings of all GS-9
Medical Technician personnel. The Executive Secretary noted the fact
25X1A9a that [REDACTED] is No. 2 on this list and, therefore, recommended this
25X1A9a promotion be deferred again pending a query to the field regarding the
promotion of [REDACTED] who is listed as No. 1. The Board also

25X1A9a noted the fact that there are only three opportunities for promotion
beyond the GS-9 level and C/MS suggested personnel in GS-11 category be
examined for eligibility for promotion before blocking all opportunities
but one. It was also noted that [REDACTED] has been at his field station 25X1A9
for approximately one month which would appear to be a short period of
time in which to evaluate an individual for promotion. However, the
Board voted to defer consideration of [REDACTED] to inform
25X1A9a the field of the results of the Panel [REDACTED] request-
ing comments regarding his promotion to GS-10.

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- 25X1A9a b. [REDACTED] GS-8, Medical Technician. The request of
25X1A9a C/TSD for promotion of Mr. [REDACTED] to GS-9 was deferred from the last
meeting pending the results of the competitive ratings of GS-8 Medical
Technician personnel. In view of the report of the Competitive Evaluation
Panel, the Executive Secretary recommended disapproval of this promotion.
25X1A9a Action on this recommendation was deferred to permit C/TSD to review Mr.
[REDACTED] record and to provide opportunity to withdraw or resubmit his
request for promotion.
- 25X1A9a c. [REDACTED] GS-6, Medical Technician. The Executive Secre-
tary presented a request from the Chief of Station, [REDACTED] for promo- 25X1A6a
25X1A9a [REDACTED] to GS-7, with the recommendation that it be approved.
[REDACTED] signed overseas prior to adoption by the Board of the
policy of promotion of technicians before they assume foreign duty and
25X1A9a he has been transferred to several overseas stations; hence, technicians
who entered on duty after [REDACTED] have been promoted ahead of him. On
request of C/MS, the Executive Secretary will review this case to deter-
mine if promotion action should be to GS-8, taking into consideration all
of the facts in the case, and will report to the Board at its next Meet-
ing.
- 25X1A9a d. [REDACTED] GS-5, Supply Assistant. A request for pro-
25X1A9a motion of [REDACTED] to GS-6 as submitted by DC/SD [REDACTED] was 25X1A9a
reviewed by the Executive Secretary with the recommendation that it be
approved. The Members unanimously approved this promotion.
- 25X1A9a e. [REDACTED] GS-4, Clerk-Typist. The Executive Secretary
presented a request from ADC/PS for the promotion of [REDACTED] to GS-5 25X1A9a
and noted the Subject is presently filling the GS-7 position of Psychome-
trist. The Executive Secretary recommended disapproval of this request
on the basis that, should this position be filled or transferred to a
25X1A9a psychologist position, the Medical Staff would be unable to assign Miss
[REDACTED] at the GS-5 level. The Personnel Placement Officer suggested the
Subject be enrolled in Agency training courses to improve her proficiency
in shorthand and typing so that she would qualify for a Secretary-Steno-
grapher position. Action on this promotion was deferred to allow ADC/PS
to discuss the case with C/SD outside the Meeting. Based on this dis-
cussion, the Board will consider what action it wishes to take in this
case.

4. Requests for Extension of Overseas Tour

- 25X1A9a a. [REDACTED] GS-10, Medical Service Officer. The Executive
Secretary reviewed a request from [REDACTED] for an extension of his 25X1A9a
overseas tour from March 1958 to June 1958 and recommended approval by
the Board. C/OD concurred in this recommendation and further recommended
25X1A9a [REDACTED] be requested to extend an additional two months at his sta-
tion. The Members concurred in C/OD's recommendation and the Executive
Secretary will prepare a dispatch on this matter to the Subject.

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25X1A9a b. [REDACTED] GS-9, Administrative Assistant. A request
25X1A9a for extension of tour from [REDACTED] from March 1958 to June 1958 was
presented by the Executive Secretary with the recommendation that it be
approved. The Members concurred in this recommendation.

5. Field Reassignment Questionnaire

25X1A9a The Executive Secretary reviewed a Field Reassignment Questionnaire
submitted by [REDACTED], GS-9, Administrative Assistant, and
25X1A6a suggested he might be considered for assignment to the Medical Service
Officer position at [REDACTED] on completion of his present tour.

6. Review of Fitness Reports

25X1A9a a. [REDACTED] GS-14, Medical Officer. C/OD called attention
to the large number of "Not Observed" entries on this Report. No action
will be taken regarding this matter.

b. The Board noted the receipt of Fitness Reports on the following
personnel:

25X1A9a [REDACTED], GS-11, Senior Far East Medical Administra-
[REDACTED]-6, Secretary-Stenographer

7. Training Evaluation Reports

C/OD reviewed briefly Training Evaluation Reports on the following
personnel for the courses noted:

25X1A9a [REDACTED], GS-10, Medical Service Officer - Administrative
course
[REDACTED], GS-4, Clerk - Typing Technique Course

8. Miscellaneous

25X1A

A letter of appreciation from the Chief, [REDACTED] Staff, for the partici-
pation of C/OD in the E and E Indoctrination Course was reviewed. C/MS
endorsed this memorandum.

MS/mam

Distribution:

- Orig - C/MS ✓
- 1 - DC/MS
- 1 - C/OD
- 1 - C/TSD
- 1 - ADC/PS
- 1 - C/SD

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